

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga
March 20, 2013
Fortwood Room, University Center

Members Attending: Debbie Bell, Cindy Carroll, Deborah Hyde, Susan Lazenby, Tonia Martin, Virginia Moore, Julie Russ, Val Sample, Chris Stokes, Barbara Webb.

Others in attendance: Dan Webb, Director, Human Resources

Call to Order: Ms Martin called the meeting to order.

Guest: Yancy Freeman, Assistant Vice Chancellor for Enrollment Services

Adult Services was discontinued when Margaret Daniels retired and a decision made to re-allocate fund to other needs. The university has been viewing how best to serve adult students. Hours have been extended during the first week of classes with offices staying open until 6:00. Opening offices on Saturday mornings for 2-3 hours during early weeks of the term is being considered. A member asked if offices could be open until 7 or 8 pm but Mr. Freeman said there is not a lot of traffic for extended hours but may be open to special appointments.

Adults can attend an Orientation on July 15 from 5-8 pm or online as many services are available 24/7. Blackboard training is provided during Freshmen Orientation and older students are not necessarily comfortable with the name 'blackboard', according to one member. IT does not have access to Blackboard and cannot assist them. Mr. Freeman said perhaps they may need to provide open access to screen shots.

When asked about a one-stop shop, Mr. Freeman replied that he would like to see all services centralized. There is a need to build relationships among offices to facilitate services.

As troops return to the U. S., the university can expect an increase in adult students and a Veterans Liaison has been hired in Student Development to help with veterans' services. Every person is a representative of UTC and impacts retention. The financial impact of student retention is huge; every 100 students cost \$500,000/year in funding. Retention of students also impacts the local economy.

Enrollment for the fall looks good with hopes to eclipse 12,000 students. Mr. Freeman said he is delighted to lead an energetic group of employees, which includes Admissions; Financial Aid; Scholarships; Orientation; Records; Banner.

Leave Discussion

Nonexempt employees earn 1 personal day annually after the probationary period and 16 hours of annual leave monthly after 20 years of service. Exempt employees earn 16 hours of annual leave monthly upon hire. A member discussed the possibility of exempt employees also receiving a personal day. The concensus of the group was that addition of another day of paid time off for exempt staff is unlikely to be approved given the fact that exempt staff already accrue substantially more paid time off than non-exempt staff and other state employees. The ESC agreed this request should not be submitted at this time for the agenda at the next Employee Relations Advisory Board meeting.

Mr. Webb said annual leave is paid out upon exiting the university unless the employee takes a position with another state entity and the time is transferred.

Adjournment

A motion was made and seconded to adjourn.

Next Meeting

The ESC will meet April 17 @ 10:00. Theresa Liedtka, Dean of Lupton Library, is scheduled to speak.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources